

## **APPLICATION FOR RECORDS RETENTION SCHEDULE**

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Donna E. Miller  3. Action Requested a. □ Establish Retention Schedule; record will continue to accum b. □ Dispose of present accumulation; no further accumulation and c. □ Amend Application No. 81-73 □ Check One: □ A. Dates of Series  4. Dates of Series □ State Plan and Accountabile  5. Records Series Title (followed by the Earliest □ Latest □ State Plan and Accountabile of the Division and Office Function What is the function of the Division of Vocational Education. This Unit is also responsible for coordinating the planning, der Vocational Education. This Unit is also response and implementation of the Department's Method of Civil Rights (OCR) guidelines for Vocational Attach samples of the file.	Application Number State Planning n Towers East  Vorking Title tate Planning  ulate. nticipated.  Change; Supercede; Void itle used in office; if different)  ity Report for Vocational E ision and the Office in which this record cational State Planning and velopment and maintenance of uirements of the Federal late on sible for coordinating the of Administration (MOA) of	Date Completed  MAR - 3 1987  Telephone Number (404) 656-3435  ducation Publication Series is created? Files Operations is a State was governing e development
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twenty-five months and older?  9. Annual Rate of Accumulation of Records		
9. Annual Rate of Accumulation of Records		•
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Recommendations in para-		<del></del> 1	State Records Committee (Signature)	Date
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(If disapproved, attach letter of explanation.)	Secretary of State/Des	ignee		
,	Attorney General/Des	ignee	Sa. Il Slede &	3/2/62
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,

F00 4051161/1155		***				
FOR AGENCY USE	1. Agency Address	FOR RECORDS	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education	Application Number				
	Office of Vocational Education	81-	7.3			
Application Number	Division of Vocational State Planning	Date Received	Date Completed			
	and Operations, State Office Building	1-29-81	FEB 3 1981			
<u> </u>	Atlanta, Georgia 30334	11-2-1-01				
2. Person to Contact	Working Title		Telephone Number			
Daniel N. Fleming	Coordinator, State Planni	ing	656-3435			
b. Dispose of present ac c. Amend Application Market Series Earliest Latest  1970   To Date 6. Division and Office Function The State Planning Unresponsible for coordinate Plan for statewide or regulations and guid and implementation o	5. Records Series Title (followed by title used in office; if do State Plan and Accountability Report for	Vocational Edu which this record se lanning and Ope intenance of a ablishes needs coordinating	ries is created? erations is Five-Year State , goals, policies the development			
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YES	NO	10.	Questionnaire	(Place an "X	" in the proper co	lumn)			
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		b.	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
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	<u>X</u>	c. Is this a vital record?  d. Does this series have historical or long term research value?							
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